

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 91-301**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

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**Safety**

**AIR FORCE OCCUPATIONAL AND  
ENVIRONMENTAL SAFETY, FIRE  
PROTECTION, AND HEALTH (AFOSH)  
PROGRAM**

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This supplement implements AFPD 91-3, *Occupational Safety and Health*. It applies to all AFMC organizations and Air Force associate units without full time safety staffs located on AFMC installations. It does not apply to the Air National Guard or US Air Force Reserve units and members.

**SUMMARY OF REVISIONS**

This supplement replaces the AFMC supplement 1 to AFI 91-301. This revision incorporates the new publications formats and tailors the requirements of AFI 91-301 to AFMC operations.

2.5.4. The Risk Assessment Code (RAC), including abatement priority number (APN), of the hazard or deficiency is used to set the relative priority. Facility panels; work order review boards; and material, systems, and equipment boards include the RAC as a factor in determining relative priority. Validated RACs 1 and 2 will be considered "must pay" requirements and funded as soon as possible but not later than the programming cycle immediately following discovery. RACs 3, 4 and 5 will be programmed with appropriate regard to the RAC, interim controls and impact on mission performance.

2.5.5.5. MAJCOM evaluations of subordinate unit safety programs will be accomplished by use of a combination of Desk Top Reviews, Occupational Safety and Health Evaluations, Quality Air Force Assessments (QAFA), and Operational Readiness Assessments. HQ AFMC/SEG is the office of primary responsibility (OPR) for the fiscal year (FY) analysis summary of formal (safety, fire prevention, and occupational health) evaluations conducted within the command. HQ AFMC/CEOO/SGC will provide HQ AFMC/SEG with their input concerning this report by 15 October each year.

2.5.5.7. Functional managers are staff officials in center 3 digit positions and 2-digit positions in subordinate base organizations (groups, squadrons, etc). The center Chief of Safety may designate additional

functional managers to meet organizational situations. The installation Ground Safety Process Manager designates and maintains a current list of high interest areas. The list is distributed to unit commanders or functional managers.

2.5.5.10. Center/base safety and health officials will ensure that required training is provided to include command unique interests.

2.5.5.11. OSHA visits are reported as required in paragraph 2.5.5.11 of the basic instruction. A record of OSHA visits to AFMC organizations is recorded in a database maintained within HQ AFMC/SEG for analytical and reporting purposes.

2.6.13. (Added) Specific HQ AFMC Responsibilities:

2.6.13.1. (Added) The Office of Safety (SE) is the HQ AFMC OPR for the occupational safety program.

2.6.13.2. (Added) HQ AFMC/SEG is designated the command ground safety manager and is responsible for managing the Command Ground and Occupational Safety programs. He or she:

2.6.13.2.1. (Added) Develops AFMC policy and direction for all ground and occupational safety program elements including, but not limited to, the AFOSH Program, Hazard Abatement Program, safety inspections and evaluations, System Safety Engineering Analysis support, ground safety data analysis, the Technical Order (TO) Safety Program, the Contracting Safety Program, Product and Acquisition Safety Programs, and the Industrial Safety Programs.

2.6.13.2.1.1. (Added) The AFMC responsibilities for the technical order review process are specified in AFMCI 21-301, *Air Force Technical Order System*.

2.6.13.2.1.2. (Added) AFMC uses the GO-21, Material Deficiency Tracking System, to track hazards involving centrally procured equipment. Field level ground safety staffs include RAC in the GO-21 for deficiencies involving equipment and systems managed at their installation.

2.6.13.2.2. (Added) Develops procedures to ensure all matters with potential ground or occupational safety impact are properly reviewed and risk assessment accomplished when appropriate.

2.6.13.2.2.1. (Added) Coordinates and reviews general correspondence (as needed), suggestions, labor agreements and related labor matters, proposed AFMC publications, civil engineering construction plans and projects, and EDP packages.

2.6.13.2.2.2. (Added) Participates in AFMC boards, councils and committees as required including, but not limited to, the Environmental Protection Committee, Executive Training Committee, Facility Panel, and the Headquarters Federal Employee Compensation Act (FECA) working group.

2.6.13.2.3. (Added) Is the command focal point for ground and occupational safety matters involving Air Force, DoD and civilian agencies, including standards development. Participates in activities at the request of other agencies when possible.

2.6.13.2.3.1. (Added) HQ AFMC/SEG may request AFMC centers or field activities represent the command.

2.6.13.2.4. (Added) Performs evaluations of subordinate unit ground and occupational safety programs through either safety staff assistance visits or QAFA.

2.6.13.3. (Added) The Command Surgeon (SG):

- 2.6.13.3.1. (Added) Is the command program manager for the Occupational Health Program including Bioenvironmental Engineering, Public Health Services, and Occupational Medicine Services.
- 2.6.13.3.2. (Added) Serves as the command focal point for all occupational health issues.
- 2.6.13.3.3. (Added) Gives guidance and develops procedures to evaluate management's implementation of the Occupational Health Program and related training programs.
- 2.6.13.3.4. (Added) Performs evaluations of subordinate unit occupational health programs through occupational safety and health program evaluations.
- 2.6.13.3.5. (Added) Serves as the command focal point for all environmental health-related issues.
- 2.6.13.3.6. (Added) Serves as the command focal point for the Command Core System. This system provides SG with the capability to electronically maintain the Occupational Health Program in conjunction with providing functional capabilities for safety and environmental organizations.
- 2.6.13.4. (Added) Civil Engineering (CE):
- 2.6.13.4.1. (Added) Designates CEOO as the AFMC fire protection program manager.
- 2.6.13.4.2. (Added) Delegates AFMC fire engineer functions to CECS.
- 2.6.13.4.3. (Added) Is the command program manager for fire prevention and protection matters in the Occupational Safety and Health (OSH) Program.
- 2.6.13.4.4. (Added) Is the command focal point for all fire protection and prevention programs.
- 2.6.13.4.5. (Added) Reviews all official notifications of fire safety deficiencies (FSD).
- 2.6.13.4.6. (Added) Gives guidance and develops procedures to evaluate management's implementation of the fire prevention and protection program including all related training programs.
- 2.6.13.4.7. (Added) Designates CEEC to coordinate with HQ AFMC/SEG and SGC on all major construction projects requiring review and approval from the HQ AFMC.
- 2.6.13.4.8. (Added) Serves as the command focal point for environmental programs. Provides guidance in conjunction with SG on environmental health-related issues.
- 2.6.13.5. (Added) Directorate of Personnel (DP):
- 2.6.13.5.1. (Added) The Civilian Personnel Division (DPC) is OPR for civilian employee matters.
- 2.6.13.5.1.1. (Added) Assists HQ AFMC/SEG, SGC, CECS and CEOO in developing command policies and procedures that involve the safety or health of civilian employees.
- 2.6.13.5.1.2. (Added) Coordinates proposed bargaining agreements with HQ AFMC/SEG, SGC and CEOO, as appropriate when OSH matters are involved.
- 2.6.13.5.1.3. (Added) Promotes the coordinated efforts of Personnel, Safety and Surgeon General personnel by addressing all relevant occupational injury and illness compensation issues. Through FECA working groups; designates a staff member to chair the FECA working group.
- 2.6.13.6. (Added) Directorate of Communications (SC). Ensures all publications with OSH impact submitted by HQ AFMC organizations are coordinated with HQ AFMC/SEG, SGC, CECS, and CEOO.
- 2.6.13.7. (Added) HQ AFMC/EN, CE, LG must develop procedures to ensure:

2.6.13.7.1. (Added) OSH standards are included in engineering directives and design criteria, PMDs and specifications, and the documents are coordinated with HQ AFMC/ SEG, SGC, CECS, and CEOO.

2.6.13.7.2. (Added) Applicable portions of OSH standards are included in construction and new real property-installed equipment contracts, and the documents are coordinated with HQ AFMC/SEG, SGC, CECS, and CEOO.

2.6.13.8. (Added) DCS/Engineering and Technical Management (EN) and Director, Special Activities (XRJ) make sure OSH standards are included in the development and review of HQ AFMC-managed technical publications, including design handbooks, and the publications are coordinated with AFMC/ SEG who coordinates with HQ AFMC/SGC, CECS and CEOO. AFMC/SEG reviews and coordinates on military specifications and standards, specification sheets, and federal specifications and standards prepared by HQ AFMC activities. HQ AFMC documents are sent directly to HQ AFMC/SEG for review. Field level ground safety offices (SEG) review and coordinate on military specifications and standards, specifications sheets, federal specifications and standards prepared by AFMC field units. The pre-paring activity requests SEG safety review and coordination, and maintains the record file documentation of the review.

2.8.5. The RAC, including APN, of the hazard or deficiency is used to set the relative priority. Facility panels; work order review boards; and material, systems, and equipment boards include the RAC as a factor in determining relative priority. Validated RACs 1 and 2 will be considered "must pay" requirements and funded as soon as possible but not later than the programming cycle immediately following discovery. RACs 3, 4 and 5 will be programmed with appropriate regard to the RAC, interim controls and impact on mission performance.

2.8.9. (Added) Designate design, acquisition, product and commodity directors and related staff office directors to:

2.8.9.1. (Added) Make sure OSH requirements and review recommendations by safety, fire protection, and bioenvironmental engineering staffs are included in engineering/design projects of Air Force systems or system modifications, industrial or support equipment, and industrial process changes.

2.8.9.2. (Added) Make sure that safety, bioenvironmental engineering and fire protections staffs are involved early in the conceptual stages of all contract or organic projects mentioned above. Use AFMC Form 299, **Safety Fire and Health Review**, or locally developed equivalent to document safety, bioenvironmental engineering and fire protection review. AFMC Form 299 is completed before sending it for safety, bioenvironmental and fire protection review.

2.8.9.3. (Added) Make sure off-the-shelf equipment and SPO managed acquisitions are evaluated for compliance with appropriate safety and health standards.

2.8.9.4. (Added) ASC is responsible for Air Force plants and makes sure requirements of this instruction are met through plant visits, assigning qualified personnel at plants and/or through an Interservice Support Agreement or Memorandum of Agreement with the Defense Logistics Agency.

2.9.6. Also maintains sufficient records to provide commanders and functional managers with statistics, trend analyses and associated recommendations for the prevention of occupational illnesses and injuries.

2.9.7. Only assign one RAC per hazard or deficiency.

2.9.14. Manages and maintains the ASAP generated automated installation master abatement plans.

2.9.21. (Added) The installation chief of SEG or equivalent is the installation ground safety manager and is responsible for the ground and occupational safety program elements. He or she:

2.9.21.1. (Added) Implements a TO review program consistent with the requirements of AFMCI 21-301.

2.9.21.2. (Added) Implements a Contract Safety Program consistent with the requirements of AFI 91-202/AFMCS 1 (pending).

2.9.21.3. (Added) Makes sure the following specific items are included in the installation occupational safety program:

2.9.21.3.1. (Added) Implements the Supervisors Safety Surveillance Program.

2.9.21.3.2. (Added) Provides job safety analysis (JSA) training and assistance in the identification of high hazard processes and prioritization of JSA accomplishment; and Safety office review of JSAs submitted by supervisors.

2.9.21.4. (Added) Makes sure procedures are implemented for safety reviews and coordination of all planned engineering projects and operational, test, and evaluation master plans submitted by local directorates/staff offices, unless such procedures are established within system safety channels or are managed as required by AFI 91-202/AFMCS 1 (pending). Use AFMC Form 299 or locally developed equivalent to perform the review. When AFMC Form 299 is used, it should be initiated and submitted by the organization developing the project, plan or test.

2.9.21.5. (Added) Reviews proposed safety articles in local bargaining agreements; support DP during labor-management meeting and negotiations impacting on employee safety.

2.9.21.6. (Added) Participates, as a minimum, in civil engineer planning and prioritization meetings (facility panels, etc) and the FECA working groups.

2.9.21.7. (Added) Reviews MDRs and related deficiency reports and ensures hazards are assigned RACs, and tracked in the GO-21 tracking system.

2.9.21.8. (Added) Ensures all locally developed work procedures covering potential hazardous tasks or processes (e.g., process orders, SOIs, etc) receive safety review.

2.9.21.9. (Added) Participates in first article demonstrations and inspections when required. Requests participation of installation fire protection and bioenvironmental engineering services when appropriate.

2.9.21.10. (Added) Ensures that laboratory ground safety processes are incorporated into center programs. (NOTE: At some labs, test safety and related functions may remain under laboratory management.)

2.10.1. In AFMC, Public Health reviews civilian employee compensation claims for occupational illnesses to ensure proper reporting and investigation.

2.10.2.1. SGPM advises SEG of all occupational illnesses as required by procedures contained in AFI 91-204, *Investigating and Reporting US Air Force Mishaps*.

2.10.4. (Added) SGP is the program manager for the Occupational Health Program.

2.10.4.1. (Added) SGP and the Aerospace Medicine Council will determine the need and appropriate occupational health examinations.

2.10.4.2. (Added) Aerospace Medicine Occupational Health Clinic or Physical Exam sections as appropriate will schedule occupational health examinations

- 2.10.4.3. (Added) SG (Bioenvironmental Engineering) prepares, validates, and processes health-related records for input into the ASAP automated hazard abatement program managed by SEG.
- 2.10.4.4. (Added) Reviews TOs, design handbooks, and tables of allowance upon request, as specified in AFMCI 21-301.
- 2.10.4.5. (Added) Provides regulatory and technical review of proposed health articles in local bargaining agreements. SG representatives participate in labor-management discussions considering occupational health, when requested by DP.
- 2.10.4.6. (Added) Reviews and coordinates on local purchase requests for hazardous and dangerous materials that may present a health hazard.
- 2.10.4.7. (Added) Reviews projects and completes appropriate blocks of AFMC Form 299, when used.
- 2.11.7. (Added) Provides professional fire protection engineering support to the AFOSH Program.
- 2.11.8. (Added) Submits both contract and in-house developed projects to SEG, SGPB (Bioenvironmental Engineering), and CEOO for review, coordination, and processing. This is done early in the conceptual stage of the engineering and planning phase. Use AFMC Form 299 to perform the review. Civil Engineering completes all sections of AFMC Form 299 prior to sending it for safety, fire, and health review.
- 2.12.10. (Added) Reviews TOs, design handbooks, and tables of allowance, upon request of the SPD or center Safety office.
- 2.12.11. (Added) Reviews projects and completes appropriate blocks of AFMC Form 299, when used.
- 2.13.12. (Added) Notifies the Ground Safety and Public Health offices or appropriate training office as determined by local training processes of supervisors needing initial AFOSH training.
- 2.14.1. The Ground Safety staff assists functional managers and supervisors in deciding which OSH guidance should be available and where it should be maintain.
- 2.14.4. Supervisor Safety Surveillance Program. Commanders, functional managers and supervisors ensure:
- 2.14.4.1. (Added) Each supervisor gives their employees job safety and health training using outlines or lesson plans specific to the duty section (as a minimum, cover the items listed on AF Form 55, **Employee Safety and Health Record**). Training documentation is reviewed during Safety, Bioenvironmental Engineering, and Public Health Evaluations.
- 2.14.4.2. (Added) All supervisors conduct occupational safety and health meetings monthly within non-administrative activities (e.g., labs, industrial shops, etc) and quarterly within administrative activities (e.g., purely office environments, technical libraries, etc). These meetings may be conducted separately or with other regular group meetings. Document the meeting on AFMC Form 316, **Supervisor Safety Meeting Minutes**, and maintain for one year.
- 2.14.4.3. (Added) Supervisors will inspect their work areas as frequently as needed based on the nature of work performed, complexity of equipment and safety devices, type of protective equipment used, etc. As a minimum, all supervisors conduct safety inspections monthly within industrial areas and quarterly in administrative areas using checklists prepared with the help of the local safety, bioenvironmental and fire prevention organizations. AFMC Form 315, **Supervisor Safety Inspection Record**, is used to document the inspection and will be kept in the organization for one year.

2.14.4.4. (Added) Supervisors conduct JSA with training and assistance as needed from the installation safety office, when:

2.14.4.4.1. (Added) Recommended by the installation safety office because of hazards or mishap potential associated with the process, regardless of existing controls on the process.

2.14.4.4.2. (Added) Processes are new or modified.

2.14.4.4.3. (Added) Existing processes lack technical order guidance. AFMC Form 228, **Job Safety Analysis**, is used to document the JSA.

**2.16. (Added) Organizational and Lab Safety Staffs.** Organizational and lab safety staffs not assigned to installation (center/wing) safety offices support the installation safety, health, and fire prevention program. They:

2.16.1. (Added) Implement the AFOSH program in their organization to the extent required by host-tenant or other local agreements with the installation Ground Safety Manager.

2.16.2. (Added) Perform formal and spot inspections in their organizations as determined by host-tenant or other local agreements. Provide copies of formal inspections to the local Safety Office and Bioenvironmental Engineering Flight.

2.16.3. (Added) Support installation safety, fire, and health officials during inspections and evaluations.

2.16.4. (Added) Inform the installation safety, fire, and health offices, as appropriate, of serious hazards and deficiencies identified during local inspections.

2.16.5. (Added) Notify their management and the installation safety office of all injuries and property damage.

2.16.6. (Added) Perform or assist with mishap investigations as determined by local agreement with the installation Ground Safety Manager.

2.16.7. (Added) Implement the hazard abatement program in their organization and inform their management of the current status of projects before quarterly AFOSH Councils.

2.16.8. (Added) Review JSAs and Operational Hazard Analysis and test hazard analysis completed within their organization. Forward to installation safety office as appropriate.

2.16.9. (Added) Help supervisors meet requirements of the Supervisor Safety Surveillance Program (SSSP).

2.16.10. (Added) Distribute general safety information and provide input to safety meetings.

2.16.11. (Added) Distribute mishap crosstell information and check that it is understood and action is taken if required. This process is an integral part of the self-inspection program.

2.16.12. (Added) Review industrial process orders and other related production instructions before they are sent to the installation safety office.

2.16.13. (Added) Perform other duties as defined in host-tenant or other local agreements with the installation Ground Safety Manager.

6.6.3. All requests for variances to AFOSH Standards are processed through HQ AFMC/SEG or AFMC/SGC (Bioenvironmental Engineering Services). HQ AFMC/ SEG is the Command Variance Authority for all AFMC Supplements to 91 series AFOSH Standards. AFMC/ SGC (Bioenvironmental Engineering

Services) is the Command Variance Authority for all AFMC Supplements to 48 series AFOSH Standards. AFMC/CEOO is the Command Variance Authority for all fire protection issues.

7.2. Include emphasis on safety problems created by downsizing, reorganizations and other current topics that would contribute to uncertainty in the workforce. Also address mitigating actions and base agencies the supervisor can use to address these problems, as well as the off-duty problems (substance abuse, suicides, family violence, etc.) created by these changes.

7.2.1.5. (Added) Provide training allowed by negotiated bar-gaining agreements for the employees' permanent representatives on the Installation Occupational Safety and Health Council. Ground Safety, the Occupational Health Educator, and the Fire Prevention Branch determine the extent of such training. On-site OSHA safety training can be used as a source of training. NOTE: The Air Force Supervisor Safety Training Course is a good minimum for this training.

7.2.3. Unless alternate forms are approved by the Center Chief of Ground Safety, the AF Form 55 will be used to document safety and health training. Supervisors routinely working tasks associated with the hazards of a workplace will have safety training documented on the AF Form 55. AF Forms 55 are also maintained for supervisors, functional managers, or commanders when either AFOSH or OSHA mandates specific training (e.g., HAZCOM training as required by AFOSH Std 48-21 or HAZWOPER training as required by 29 CFR 1910.120). AF Forms 55 will be maintained within the duty section, and be retained for three years after covered individual transfers.

8. The AFMC Form 916, **Industrial Safety Memo**, may be used to support local inspection programs.

10.1.7. Include also specific standards violated referenced in the OSHA citation. Note: Upchannel message reporting is not required if no citations are issued.

10.2.1. Working with local OSHA offices, each AFMC installation develops and formalizes when required, specific procedures for handling DOL and state inspection of contractor activities on its installation. Procedures cover, as a minimum, entry, exclusive federal jurisdiction, escorts, security clearances, photographs, mishap investigations, and telephonic notification to HQ AFMC/SEG, SGC, or CEOO, as applicable.

14.1. The requirements in this supplement do not preclude the use of agency or negotiated management labor agreements regarding councils.

14.1.4. As a minimum the following items will be discussed quarterly

14.1.4.1. The responsible director or functional manager briefs the status of all RAC 1 and 2 items, and RAC 3 items which require senior level management attention. Remaining items may be summarized. The SEG hazard abatement manager identifies current open projects for each director/functional manager at least two week prior to the meeting.

14.1.4.2. Mishap/injury experience.

14.1.4.3. Occupational illnesses experience as briefed by Public Health.

14.1.4.4. Compensation Cost Summary.

18.4.6. The CEI is computed by the Aerospace Safety Automation Program (ASAP) and is a product of hazard probability, severity, and exposure.

18.5.1. Safety managers use ASAP to record and track all hazards and deficiencies in the installation hazard abatement plan.



18.5.9. RAC 4 and 5 hazards are included in the ASAP data-base or a separate log maintained by SEG at the option of the installation Ground Safety Manager.

18.6.5. Records of all current RAC 1, 2, and 3 hazards and closed hazards are forwarded to HQ AFMC/SEG monthly to arrive NLT the 15th day of the following month.

18.7. (Added) The ASAP Automated Hazard Abatement Program.

18.7.1. (Added) ASAP is used at all AFMC installations.

18.7.2. (Added) The AFMC hazard abatement program uses a module of the Air Force ASAP system.

18.7.3. (Added) The ASAP Master Hazard Abatement records include all hazards and deficiencies of RACs 1 through 5. Hazards are entered into the master plan if not corrected within 30 days from identification. All records are entered in ASAP in accordance with the ASAP User's Handbook, dated April 1994.

**19. AFMC Forms Prescribed.** : AFMC Form 228, AFMC Form 299, AFMC Form 315, AFMC Form 316, and AFMC Form 916.

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